

The Three Rivers Hospital Board of Commissioners called a regular meeting to order at 11:15 a.m. Wednesday, March 25th, 2020 in the McKinley Building Conference Room at 507 Hospital Way, Brewster WA 98812 (via GoTo Meeting video conference). The presiding officer was Mike Pruett, Chair.

A quorum was present, including:

Mike Pruett, Chair
Cherri Thomas, Vice-Chair
Tracy Shrable, Secretary
Leslie McNamara, Member

Others present:

J. Scott Graham, Chief Executive Officer
Melanie Neddo, Chief Operating Officer
Anita Fisk, Director of Human Resources
Jennifer Munson, Chief Financial Officer
Gretchen Aguilar, Chief Nursing Officer
Shauna Field, Administrative Assistant
Jennifer Best, Public Relations
Chad Schmitt, Chief IT Officer
Jamie Boyer, Clinic Manager
Dr. Ty Witt
Dr. James Wallace
David Garcia, Community Member
Brad Berg, Attorney

Vision, Mission & Values

All took turns reading the vision, mission, and values statements.

Agenda

David Garcia has expressed interest in the vacant Commissioner position. M. Pruett proposed adding time after the consent items to allow him to introduce himself to the group.

A motion was made by L. McNamara to accept the amended agenda as official; seconded by C. Thomas. Motion carried.

Minutes from Previous Meeting

A motion was made by C. Thomas to approve the February 26th, 2020 Regular Meeting minutes; seconded by L. McNamara. Motion carried.

Consent Items

M. Pruett noted the payroll and vouchers as listed on the agenda.

| | | |
|-------------------------|----------------------------|--------------------------|
| Payroll Total: | Gross: <u>\$543,421.10</u> | Net: <u>\$369,249.48</u> |
| <u>2/9/20 – 2/22/20</u> | Gross: <u>\$267,183.47</u> | Net: <u>\$181,752.99</u> |
| <u>2/23/20 – 3/7/20</u> | Gross: <u>\$276,237.63</u> | Net: <u>\$187,496.49</u> |

| | | |
|--------------------------|----------------------|-----------------------|
| Vouchers Total: | | <u>\$1,203,416.84</u> |
| <u>2/27/20</u> | <u>089372-089406</u> | <u>\$413,301.05</u> |
| <u>3/5/20</u> | <u>089407-089491</u> | <u>\$346,638.78</u> |
| <u>3/12/20</u> | <u>089492-089542</u> | <u>\$443,477.01</u> |
| | | |
| 1. Bad Debt: | | <u>\$37,344.60</u> |
| 2. Financial Assistance: | | <u>\$29,911.34</u> |

M. Pruett noted the applicants for medical staff privileges.

A motion was made by T. Shrable to accept the consent items as presented; seconded by L. McNamara. Motion carried.

The group welcomed David Garcia, who gave a brief introduction of himself.

Foundation Report

Nothing to report this month.

Physicians Report

Dr. Witt presented the physician’s report. The OB program is coming to an end and the providers have been preparing for the transition. Progress has been made on the call schedule. They have been working on preparing the ER for potential laboring patients and births, as well as scheduling trainings for EMS staff, but due to the COVID-19 pandemic these meetings and trainings will need to be rescheduled.

The hospital and clinic’s mission right now is to prepare for potential COVID-19 patients. The clinic has stopped most of its in-person visits. Patients are being evaluated in their cars and called in once an exam room is available. The biggest hit is the Governor’s mandate prohibiting elective surgeries. All current cases have been cancelled.

Dr. Wallace added that through collaboration with other facilities, we are becoming more and more prepared. Public Health announced that there is one positive case in the county and there is ongoing investigation.

There are six providers who will be participating in an intubation training tomorrow.

Administration Report

S. Graham presented the Administration Report. The main focus has been on our response to COVID-19, taking inventory of supplies and staff and working with the county and regional partners. Because of the mandated changes, our revenue has decreased significantly and we need to find ways to meet our financial obligations. We have been working with the State, advocating with legislatures, working with the media, and meeting with stakeholders to help people understand our situation. We have put in a request to the County Treasurer to temporarily go back on registered warrants but were told they would need to do an internal analysis before making a decision. We are trying to conserve as much as we can,

but we need our staff to be ready and available. We've received \$143,000 in emergency funding from the State and another \$68,000 is pending in DSH payments. This will not cover all our costs, but will help extend our operating time until the federal stimulus package can be passed. In addition to COVID-19 patients, there are still other patients who come to our ER in need of life-saving care. There are 6 other hospitals in the State in a similar situation. The media has taken an interest and Scott has been doing interviews locally and nationally. M. Pruettt encouraged the group to write to our State and Federal representatives. S. Graham expressed appreciation and thanks to the staff for staying with us and to the Board for their support, guidance, and advocacy.

IT Report

C. Schmitt presented the IT Report. The department has been working on setting up a telemedicine solution. They have updated the hospital's remote access environment to make working in alternative locations easier and are working to update and configure users. They have also increased the use of Microsoft Teams and other Office 365 products to improve communications.

Finance Report

J. Munson presented the Finance Report. We have \$504,000 cash on hand, including our bond funds and about \$65,000 in tax revenue. Jennifer anticipates another \$100,000 in taxes by the end of the month but this could be delayed due to current events. Our volume has decreased significantly. Our admissions are down by 45%, patients days are down by 25%, ER volumes are down 16%, radiology is down 10% and lab is down by 7% with a 58% decrease in the hospital's overall volume. In order to continue to meet payroll, we are being very careful with our accounts payable and ordering. We may need to consider layoffs, furloughs, and/or reduced hours if we do not receive more funding. There was a request to the Governor to cancel the April special election, but there has been some resistance from some of the counties due to concerns about the impact to school programs and tax measures. The end of the OB program will create more costs due to the need for in-patient coverage. The nurse's union accepted our wage increase proposal. The purpose of the proposal is to help retain and recruit nurses and reduce our locums costs, which was adding hundreds of thousands to our expenditures.

A motion was made by L. McNamara to accept the finance report; seconded by C. Thomas. Motion carried.

Executive Session

A 2-hour executive session was called by M. Pruettt at 12:00 p.m. pursuant to RCW 42.30.110(i)(iii) to address "*litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.*" Attorney Brad Berg was also present. M. Pruettt reconvened the public meeting at 2:00 p.m. No action was taken

Old Business

Capital Improvements: We have converted one of our respiratory therapy rooms into one central location for our PPE inventory.

New Business

None.

Board Education

Postponed until further notice. L. McNamara requested that any opportunities for online trainings, webinars, or education be forwarded to the Board.

J. Best gave a brief public relations update. She has been passing along useful information to the community and with the help of Confluence Health, MidValley Hospital, North Valley Hospital and Family Health Centers we were able to put a full page ad in The Chronicle and their supplemental Bottom Line. The Washington Post was onsite for an interview with Scott and our nursing staff. We've posted that on our Facebook page. Any negative feedback is being addressed with education and information. The local news media has been working with us to get the word out as well.

Public Comment

None.

Upcoming Meetings & Events

M. Pruettt noted the upcoming meetings and events listed on the agenda. The Integration Steering Committee and Building & Planning meetings have been put on hold further notice.

Board Discussion

1. Did you enjoy this meeting? It was a very important meeting, if not enjoyable.
2. Did we have any moments of the "perception" of conflict of interest? No.
3. Did we use the meeting time effectively? Yes.
4. What is the one thing you would change about this meeting? Nothing to change.

Adjournment

A motion was made by C. Thomas to adjourn at 2:13 p.m.; seconded by L. McNamara. Motion carried.

Mike Pruettt, Board Chair

Cherri Thomas, Board Vice Chair

Tracy Shrable, Board Secretary

Leslie McNamara, Board Member

VACANT
Board Member